



Brownsville Independent School District

Agenda Category: Conference Presentation Board of Education Meeting: 05/07/24

Item Title: <u>Abbreviated Summer Administration Work Schedule</u>		Action
<u>for the Weeks of June 10, 2024 to July 19, 2024 and</u>	<u>X</u>	Information
<u>Closing of Administration Offices for the week of</u>		Discussion
<u>July 1-July 5, 2024.</u>		

BACKGROUND:

Abbreviated Summer Administration Work Schedule beginning June 10, 2024 through July 19, 2024.

7:30 a.m. – 6:00 p.m. – Monday through Thursday (30 minute lunch)
Closed on Friday

The BISD and CAB offices will be closed on Monday, July 1, 2024 through Friday, July 5, 2024. BISD district employees with a 220/226 day contract will apply their 2023-2024 non-working days or personal days as coverage throughout this time or from the new 2024-2025 school year (which applies from July 1, 2024, and thereafter).

Maricela Franco *Maricela Franco*
Submitted by: Principal/Program Adm.

Approved for Submission to Board of Education:

Recommended by: Asst. Supt/CFO

Jesus H. Chavez
Dr. Jesus H. Chavez
Superintendent

Dr. Linda Gallegos *Linda Gallegos*
Approved by: Chief Human Resources
Officer



Brownsville Independent School District

1900 Price Road Brownsville, Texas 78521-2417 (956) 548-8000 Fax: (956) 548-8019

Dr. Jesus H. Chavez
Superintendent of Schools

TO: Chief Officers
CFO
Assistant Superintendents
Directors
Staff

FROM: Dr. Linda Gallegos
Chief Human Resources Officer

DATE: May 8, 2024

RE: **Summer Work Schedule/Summer Attire**

The Brownsville Independent School District (BISD) Central Office and Central Administration Building (CAB) will follow a summer work schedule beginning June 10, 2024 and will continue through July 19, 2024. Work hours will be Monday – Thursday from 7:30 a.m. – 6:00 p.m. (30 minute lunch) and closed on Fridays.

Please note: The BISD and CAB offices will be closed on Monday, July 1, 2024, through Friday, July 5, 2024 and July 4, 2024 is a District holiday. BISD district employees with a 220/226-day contract may apply their 2023-2024 or 2024-2025 non-working days or personal days.

BISD Central Office and CAB will resume regular operations on Monday, July 8, 2024, and welcome the start of the 2024-2025 school year.

Summer attire is professional/casual conducive to the assigned job duties and responsibilities. Staff will not be permitted to wear inappropriate attire, i.e., blue jeans, skorts, shorts, flip-flops, spaghetti string blouses/dresses, revealing clothing, etc.

If you have any questions, please contact the Human Resources Department at (956) 548-8051.

cc: Dr. Jesus H. Chavez, Superintendent of Schools
Miguel Salinas, Staff Attorney

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BISD no discrimina a base de raza, color, origen nacional, sexo, religión, edad, discapacidad o información genética en el empleo o en la provisión de servicios, programas o actividades.